

PC

The Jumpstart on an Elite Career

High tech, complex cutting edge systems
and computers.



Postal Clerk
PC

Postal Clerks (PC) operate Navy post offices. Their work is similar to that of civilians who work for the U.S. Postal Service. PCs supervise, organize, and establish or disestablish a Navy post office. They sort and distribute all official and personal mail, manage money order and stamp inventories, and maintain financial and inventory reports.

What They Do

The duties performed by PCs include:

- Managing and operating Navy post offices, ashore or afloat
- Sorting and distributing all classes of mail and parcel post
- Processing and dispatching mail
- Directing the routing and transportation of mail
- Performing counter operations similar to those performed in United States Postal Service offices, such as selling stamps, handling money orders, preparing claims, tracers and inquiries
- Preparing and maintaining postal records and reports
- Requisitioning, controlling, and maintaining postal supplies and equipment
- Maintaining security for registered, certified and other special classes of mail

Credit Recommendations

The American Council on Education recommends that semester hour credits be awarded in the vocational certificate or lower-division bachelor's/associate's degree categories for courses taken in this rating on mail processing and postal customer services. The student must be enrolled in a postal service management program.

Qualifications and Interests

Postal Clerks must be personable and enjoy working with people in a customer service environment. Good arithmetic and verbal skills are very important. They must be U.S. Citizens and pass a security clearance investigation in order to handle classified mail. Applicants must possess a clear record with no civilian convictions, with the exception of minor traffic offenses.



Working Environment

PCs work in post offices aboard ships, shore and overseas stations in the Navy. The work is both mentally and physically challenging. The wide range of jobs and locations allows people to learn valuable customer service skills.

Opportunities

Over 900 men and women work in the PC rating. Placement and advancement opportunities are good for qualified applicants.

Related Civilian Jobs—Dept. of Labor Dictionary of Occupational Titles

Router (Clerical);
Post Office Clerk.

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

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Career Path After Recruit Training

Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Fort Jackson, SC	5 weeks	Basic skills required for rating.	Individualized instruction

After "A" school, Postal Clerks are assigned to postal duties aboard ships or shore stations in the United States or overseas. During a 20-year career in the Navy, PCs spend approximately 60 percent of their time assigned to fleet units and 40 percent to shore stations.

All personnel now receive sea pay at sea (E-1 to E-9).



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